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SECRETARY-GENERAL'S BULLETIN

STAFF-MANAGEMENT COORDINATION COMMITTEE*

Pursuant to staff regulation 8.2, the Secretary-General promulgates the following, based on recommendations made by the Staff-Management Coordination Committee at its twentieth and twenty-first sessions:

TERMS OF REFERENCE

Section 1

Purposes

1.1 In accordance with staff rule 108.2, the Staff-Management Coordination Committee (SMCC) is the joint staff-management machinery at the Secretariat level and thus the Secretariat-wide mechanism for negotiation between staff representatives and the administration. Its role is to identify, examine and resolve issues relating to staff welfare, including conditions of employment and of work, general conditions of life and other personnel policies, as provided for in staff regulation 8.1 (a). To this end, SMCC shall endeavour to reach agreement on recommendations to the Secretary-General on changes in policies and procedures regarding Secretariat-wide issues concerning staff-management relations and general questions of staff welfare, and monitor the implementation of agreements reached.

1.2 It is recognized that agreements can be reached only on matters for which the Secretary-General is the ultimate authority in accordance with the Charter of the United Nations and established practice. On issues of Secretariat-wide importance that cannot be decided by the Secretary-General without reference to intergovernmental or similar bodies, SMCC will provide advice and make recommendations to the Secretary-General for submission to such bodies.

* Personnel Manual index No. 8040.

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Section 2

Relationship with local joint advisory committees

2.1 SMCC, in exceptional circumstances, may discuss issues of clearly local importance that may arise where no adequate solution can be found at a given duty station so that representatives of both administration and staff from the duty station concerned may have the opportunity to draw the attention of SMCC to such cases.

2.2 The existence of Secretariat-wide machinery does not preclude the consideration by local joint advisory committees of concerns which have Secretariat-wide implications, it being understood that such issues will be referred to SMCC for recommendation on a Secretariat-wide basis.

Section 3

Members and other participants

3.1 SMCC shall consist of 19 members, as follows:

(a) One member designated by the staff representative bodies at each of the following locations: Addis Ababa, Bangkok, Beirut, Geneva, Jerusalem, Nairobi (this membership shall be on a rotational basis agreed between the United Nations Centre for Human Settlements (Habitat) (UNCHS) and the United Nations Environment Programme (UNEP)), New York, Santiago and Vienna. Each member may be accompanied by an alternate. In the case of Nairobi, the alternate shall be from the organ not entitled to send a member to a particular session;

(b) Nine members at an appropriately high level representing the administration, with due regard to the need for representation from the various duty stations. Each member may be accompanied by an alternate;

(c) A President selected in accordance with staff rule 108.2 (b), to serve for one year. A member nominated by members representing the staff would serve as Vice-President for one year.

3.2 Duly designated representatives of organizations/organs of the United Nations system whose staff are directly affected by SMCC recommendations shall be granted the status of associate members upon request.

3.3 Other participants in SMCC are the following:

(a) The Office of Legal Affairs, after consultation with the President of SMCC, shall designate a legal adviser to SMCC, who shall participate in a consultative capacity;

(b) SMCC may invite other staff members to participate in its work in an advisory capacity;

(c) Up to three staff members from the duty station where the session is held may be permitted to attend in an observer capacity;

(d) Staff and management, respectively, may bring up to two advisers to SMCC meetings.

Section 4

Funding arrangements

4. The travel and subsistence expenses of the members and of four alternates shall be borne by the United Nations.

Section 5

Secretariat

5. A Secretary shall be designated by the Secretary-General, after consultation with the President of SMCC, in accordance with staff rule 108.2 (e). Services shall be provided as necessary for the proper functioning of SMCC.

Section 6

Role of the President

6. The President shall have the following functions:

(a) To convene SMCC meetings;

(b) To submit SMCC reports to the Secretary-General and to take the necessary follow-up action;

(c) To forward the Secretary-General's decisions on the Committee's recommendations to SMCC members, alternates and associate members;

(d) To supervise the Secretary in receiving, preparing and circulating documents to members, alternates and associate members between sessions.

Section 7

Procedures and meetings

7.1 SMCC shall establish its own procedures.

7.2 SMCC shall hold annual meetings, which shall alternate between New York and other duty stations. The following shall apply to these meetings:

(a) Meetings shall normally be scheduled from Thursday of any one week to Wednesday of the following week;

(b) Normally, Monday to Wednesday of the first week and Thursday and Friday of the second week shall be reserved for consultations among staff representatives;

(c) A contact group shall be established to:

(i) Hold, whenever possible and on the last day of the pre-SMCC period, informal consultations on the SMCC agenda, the programme of work, and the establishment of working groups;

(ii) Ascertain, after the closure of SMCC, that modifications to the draft report, as approved by the SMCC plenary meeting, are reflected in the final report.

7.3 Special sessions of SMCC or its subsidiary bodies may be convened as and when necessary.

7.4 On matters of urgency arising between sessions, the President shall consult the other members by the most expeditious means.

Section 8

Agenda and documentation for sessions

8.1 SMCC shall establish its programme of work, which shall serve as the basis for a provisional agenda for the next session and shall arrange for appropriate documentation to be prepared for each agenda item. The provisional agenda and all other working documents shall be circulated to all members, alternates and associate members at least three weeks in advance of a session.

8.2 All documents distributed to members, alternates and associate members of SMCC shall also be sent to all chairpersons of local joint advisory committees or similar bodies at any duty station or separately administered organ of the Secretariat, to the chairpersons or presidents of the staff representative bodies and to all heads of administration.

8.3 The agenda must include specific items on: (a) follow-up to previous SMCC meetings; (b) review of work done in local joint staff-management machinery that falls within the mandate of SMCC; (c) agenda of the next SMCC meeting; and (d) adoption of the report.

Section 9

Reports

9. SMCC shall report to the Secretary-General. Its reports, as approved by the Secretary-General, shall be distributed to all executive heads of separately administered organs of the Secretariat, to all chairpersons of local joint advisory committees or similar bodies at any duty station or in any separately administered organ, to the chairpersons or presidents of staff representative bodies and to all heads of administration.

Section 10

Implementation, monitoring and follow-up

10. A focal point for staff-management relations shall be designated in the Office of the Assistant Secretary-General for Human Resources Management to ensure, together with the Secretary of SMCC, that recommendations are acted upon in a timely manner and concurrently at all duty stations. Local joint advisory committees shall review and monitor the implementation at their duty station of decisions based on SMCC recommendations and shall submit a report on those matters to the Secretary of SMCC three months prior to the next SMCC meeting. Issues which cannot be resolved at the local level shall be brought to the attention of the focal point for staff-management relations and the Secretary of SMCC and then, if not resolved, to the attention of the President of SMCC.

Section 11

Final provisions

11.1 The present bulletin shall enter into force on 15 October 1997.

11.2 Secretary-General's bulletin of 4 April 1991, entitled "Staff-Management Coordination Committee" (ST/SGB/176/Rev.2), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General